

The following steps will allow you to approve/deny or edit a new SF-182 Request.

Step	Action
1.	Login to AgLearn as a User by selecting the Login link shown under Student at the left of the splash page.
2.	Select the You have User training approvals message on your home page.
3.	To review the details of the request, locate and select the request Title on the Pending Review and Approvals page.
4.	On the External Learning Request Details page you may review the full SF-182 Form (or verification form). If you wish to edit the request, select Edit this Request and follow the on-screen instructions. When You are finished reviewing, select the Back link inside of the browser window. Do NOT use your browser's back button.
5.	Complete the SF-182 form. Fields marked with a red asterisks are required.
6.	In the Action column, select Approve , Deny or Skip and then select Next .
7.	Provide a reason for your approval/denial on the Approval Reasons page and select Next .
8.	Select Confirm .
9.	The success or error message is displayed. In the event of an error, follow the on-screen instructions.